Approved For Release 2000/05/08 : CIA-RDP78-04718A001100040014-2

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MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT : Approval for Transfer of Six Positions from Office of Personnel to Office of Training

REFERENCE : (a) Memorandum of Understanding, dated 1 November 1954, between Assistant Director for Personnel and Director of Training, in re: "Consolidation of the Psychological Services of the Office of Training and the Office of Personnel"

(b) Memorandum from Assistant Director for Personnel to Chief, Management Staff, dated 4 November 1954, in re: same subject as Reference (a)

1. In line with the referenced memoranda above and with the recommendation of the Chief, Management Staff, I am herewith approving the transfer of six of the seven positions that now constitute the staff of the Testing and Evaluation Branch, Personnel Utilization Division, Office of Personnel, to the Office of Training, where it will be known as the Testing Services Branch, Assessment and Evaluation Staff. The seventh position is to be retained by the Office of Personnel.

2. This memorandum therefore constitutes approval for the Office of Training to increase its authorized ceiling strength by six positions, and for that of the Office of Personnel to be decreased by the same number. The Office of the Comptroller will see that the transfer of funds to support this change is effected. The Logistics Office will also adjust its records to show the Office of Training as being responsible for the space in, and adjacent to, Wing 2-G, Curie Hall, which space is also involved in this transfer.

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L. K. WHITE
Deputy Director
(Administration)

SA-DD/A:JAC:mrp (15 November 1954)
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Class. Changed To: TS S C
Auth: HR 70-2
Date: 11-22-78 By: 30

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